

ATTACHMENT B – CHECK LIST
DISTRICT 4 HEADQUARTERS, BUILDING #40101
RFP #R11-16, JANITORIAL SERVICES

Signature: _____

Date: _____

✓ Check Days As Duties Are Completed.

1.	Core Duties Completed Nightly, Five (5) Times A Week, Monday-Friday, 5:00 P.M. to 5:00 A.M.	Mon.	Tues.	Wed.	Thurs.	Fri.
a.	Empty all waste receptacles and remove trash from the building into provided dumpsters located outside the building. Damp wipe the waste receptacles and replace the liners.					
b.	Dust mop all hard surface floors in the building, including the front entrance way. Damp mop to remove spills and track marks on the floor with appropriate cleaner. Mopped floors shall have a uniform clean appearance with no streaks, swirl marks, detergent residue or any evidence of soil, stains, film, or debris. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc., or mop strands remaining in the area.					
c.	Vacuum all carpeted areas including all accessible areas such as under desks and chairs. Vacuum all entrance rugs. Spot clean any stains. Vacuumed floors shall be free of any visible litter, dirt, dust or debris.					
d.	Vacuum basement steps.					
e.	Spot clean all door surfaces, and door handles to remove smudges and finger prints.					
f.	Clean light switch plates, and the wall surfaces around the light switch plates to remove finger prints and smudges.					
g.	Dust all horizontal surfaces/countertops/tables as well as chairs, door frames, accessible window sills, ledges and stair rails etc. with clean dust cloth and cleaning agent. Damp spot clean any stains/smudges. Janitorial staff is not expected to remove articles from window sills or work surfaces before dusting or cleaning; this will be done by NDOR personnel if they desire to have the area dusted or cleaned.					
h.	Remove cobwebs from windows, ceilings, and wall/floor corners.					
i.	Dust baseboards and damp spot clean any splashes/scuff marks.					
j.	Spot clean interior of glass doors and glass displays with glass cleaner.					
k.	Sanitize all telephone handsets/cradles with appropriate sanitizer.					
l.	Clean all kitchen sinks and adjoining countertops with spray cleaner/disinfectant.					
m.	Clean and disinfect all drinking fountains surfaces.					
n.	Maintain janitorial supply room in a clean, neat and orderly fashion.					

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2.	Core Duties For Restrooms Completed Nightly, Five (5) Times A Week, Monday-Friday, 5:00 P.M. to 5:00 A.M.	Mon.	Tues.	Wed.	Thurs.	Fri.
a.	Clean rest rooms, including all fixtures, soap and paper towel dispensers, stools and stall partitions, tile walls, shelving, mirrors, urinals, sinks and wall areas around the sinks and urinals with appropriate cleaner. Ensure all water splashes are removed and cleaned from the walls and mirrors.					
b.	Clean the urinals and the inside/outside and rim of the toilet bowl(s) with a toilet brush and disinfectant. Replace deodorant blocks as needed.					
c.	Sweep and wet mop rest room floors with appropriate cleaner and clean fresh water. Mopped floors shall have a uniform clean appearance with no streaks, swirl marks, detergent residue, or evidence of soil, stains, film or debris. There shall be no splash marks or mop streaks on the walls or baseboards or mop strands remaining in the area.					
d.	Scrub the floor around the toilets and urinals with appropriate cleaner and clean fresh water.					
e.	Empty waste receptacles and remove trash from the building into provided dumpsters located outside the building. Damp wipe the waste receptacles and replace liners.					
f.	Refill the toilet paper holders, paper towel and hand soap dispensers as needed.					

Comments:_____

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		April	October
3.	Additional Duties Completed Semi-Annually during the first week in April and October		
a.	Strip and wax all hard surface floors. Clean baseboards to remove splashes.		
b.	Steam clean all carpet areas. Damp wipe all baseboards.		
c.	Wash interior and exterior of all windows. Damp wipe blinds. Remove any screens and clean off webs/leaves. Damp wipe screen frames and window casings.		
d.	Dust and damp wipe all air conditioning/heating vents.		
e.	Dust and damp wipe all ceiling fans.		

Comments: _____

April

October

Signature: _____

Signature: _____

Date: _____

Date: _____